



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION  
SCHOFIELD BARRACKS, HI 96857-6000

APVG-CG

5 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25<sup>th</sup> Infantry Division Policy Letter 1 – Commanding General's Open Door Policy

1. Reference. AR 600-20, Army Command Policy, 22 October 2014.
2. Applicability. This policy applies to Soldiers, Army Civilian employees, and Family members of the 25th ID.
3. Policy.

a. I am accessible to Soldiers, Family members, and Civilian employees of the 25th Infantry Division to discuss any concerns unable to be resolved through their respective chain of command or chain of supervision. Normally, the fastest and most effective way to resolve an issue is through the chain of command, but there are occasional issues that require my personal attention. I charge all Leaders to be responsive to the needs of all members of our community.

b. Any member of our community who wants to meet me may make an appointment by calling my office at (808) 655-0404/4822. In some cases, the caller may be referred to another echelon of the chain of command or to an appropriate staff or social agency for assistance. If the caller is referred elsewhere, I will be informed of the request, the referral, and the answer provided. When the chain of command is unsuccessful in addressing problems satisfactorily, my door is open.

4. Expiration Date. This policy remains in effect until cancelled or superseded in writing.

5. Proponent. The Secretary of the General Staff is the proponent staff agency for this policy memorandum. Questions concerning this policy should be directed to the Secretary of the General Staff at 655-4907/4909.

  
CHARLES A. FLYNN  
Major General, USA  
Commanding

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